

# PERSONAL PORTFOLIO

of

**Workplace Preparation  
Job Related Skills  
Personal Transition Plan**



for

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**LEGAL DOCUMENTS**

*I have obtained a copy of the following checked documents relevant to my future:*

Copy of birth certificate  
Eighth grade certificate  
High School Diploma/GED Certificate  
Social Security Card  
Alien Registration Card  
Citizenship papers  
Government issued photo ID/driver's license  
Medical records (immunization)  
Other

*I have also obtained a copy of the following documents applicable to my future:*

Last Individual Education Program (IEP)  
Last Psycho-educational Evaluation  
Medical reports associated with my disability  
504 Accommodation Plan  
Other

**EDUCATION HISTORY**

**Elementary School:**

	School	Address	Phone
	School	Address	Phone
<b>High School:</b>	School	Address	Phone
	School	Address	Phone

**PRESENT ADDRESS**

Street City State Zip Phone

**PREVIOUS ADDRESS**

Street City State Zip Phone

**EMERGENCY CONTACT PERSON**

Name Address City State Zip Relationship

**HOBBIES/AREAS OF INTEREST**

**RECORD OF PREVIOUS EMPLOYMENT and/or Volunteer Paid Work Experience**  
*(Include start/end of employment dates, salary, address, phone number, name of Supervisor, and primary job functions)*

Employer _____	Start Date _____	End Date _____
Address _____		Phone _____
Street _____	City _____	State _____ Zip _____
Name of Supervisor _____	Salary _____	
Primary job functions _____		
Employer _____	Start Date _____	End Date _____
Address _____		Phone _____
Street _____	City _____	State _____ Zip _____
Name of Supervisor _____	Salary _____	
Primary job functions _____		
Employer _____	Start Date _____	End Date _____
Address _____		Phone _____
Street _____	City _____	State _____ Zip _____
Name of Supervisor; _____	Salary _____	
Primary job functions _____		

**REFERENCES**

**(Workplace or teachers)**

Name _____	Address _____	City _____	State _____	Zip _____	Relationship _____
Name _____	Address _____	City _____	State _____	Zip _____	Relationship _____
Name _____	Address _____	City _____	State _____	Zip _____	Relationship _____



## ***COMMUNITY SOURCES***

***I have researched the following community resources important to my transition to the workplace:***

Post Office	Mental Health Services
Childcare	Medical services
Department of Economic Security	Parole/Probation Office
Vocational Rehabilitation	Housing
Social Security Office	Schools for
Transportation	Help
Legal services	Recreation
Substance Abuse Prevention assistance	Motor Vehicle Dept.
Financial Assistance	Religious Services
Veteran's Administration	Temporary shelter, food, etc., self-help/family



## ***DOCUMENTS INCLUDED***

***The following documents are included in this portfolio:***

- Letters of recommendation
- Job related work samples
- Pictures of work products
- Personal Transition Plan
- Personal goals
- Personal philosophy
- Other